

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

**For:** County Offices

---

**April Reports and Reminders**

---

**Approved by:** State Executive Director



---

**1 Report Policy****A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

**2 Action****A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

Disposal	Distribution
June 1, 2004	County Offices

**Administrative  
Reports**

The following reports are to be submitted to the State Office  
Administrative Section by the dates listed below:

<b>Date</b>	<b>Report</b>
April 7	Quarterly Inventory of CCC Checks on Hand (FSA-289) 1-FI (Rev. 13) Par. 133, Exhibit 1
April 9	Quarterly County Office Work Measurement (ASCS-54) (Applies to counties in work measurement) 12-AO Par.42, Exhibit 9
April 14	COF Workload Update Transmit ASCS-55-1 to STO 12-AO, Exhibit 9
Within 1 week of Receipt of Quad	Reconciliation of CCC-514 and Quad weekly 4&5 Printout 115-FI (Rev.5) Par. 35

**Compliance/  
Peanut Reports**

The following reports are to be submitted to the State Office  
Compliance Section by the dates listed below:

<b>Date</b>	<b>Report</b>
April 1	Crop Compliance Data Report – 2-CP (Rev. 15), Pars. 525-532. Counties are required to transmit every month unless a FINAL report has already been transmitted.
April 5, 12, 19, 26	CLU Certification Status. County Offices should send this report weekly by e-mail to Bill.James@ok.usda.gov.
April 9	FSA-493, HELC & WC Violation Report – 6-CP (Rev. 1), Par. 801 and Exhibit 1. This report should cover activity from March 1 through March 31, 2004. Negative reports are NOT REQUIRED.
April 9	FSA-569 Activity Report – 6-CP (Rev. 1), Par. 604 and Exhibit 1. This report should cover activity from March 1 through March 31, 2004. Negative reports are NOT REQUIRED.

**Conservation  
Reports**

The following reports are to be submitted to the State Office Conservation Section by the dates listed below:

<b>Date</b>	<b>Report</b>
April 1	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
April 1	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).
April 1	ACP-259A, County Office Automated Ledger Reconciliation Checklist (for all conservation programs), 1-CONSV, Par. 765.

**Farm Loan  
Programs  
Reports**

The following reports are to be submitted to the State Office Farm Loan Program Section by the dates listed below:

<b>Date</b>	<b>Report</b>
April 7	Quarterly Report on Statute of Limitations      OK Notice FLP-453
April 25	Borrower Training Report      OK Notice FLP-406

**Outreach Reports** The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are <b>NOT REQUIRED</b> .

**Price Support Reports** The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
April 7	Commodity Loan/LDP Spot-check Report for March. Negative reports required.

**Production Adjustment Reports** The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
April 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). <i>Note: State Office will assume reports are negative unless county provides a report.</i>

**Administrative  
Reminders**

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of April:

Reminder
County Offices should run ID AQK834-R001 Outstanding Receivables Older Than 60 Days Report according to 67-FI (Rev. 1) par. 541. Determine which will be transferred to claims.

**Compliance/  
Peanut  
Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of April:

Reminder
None

**Conservation  
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of April:

Reminder
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev. 1). Counties, which hold their COC meeting during the first 14 days of the month, shall set average grazing losses for the prior month. Counties, which have their COC meeting on or after the 15 <sup>th</sup> of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2-CRP, Part 6.
CCC-1200 Status Report to be run at the end of the month (2-CONSV, Par. 144B)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.
When entering manual EQIP applications into the system, provide the Applications Received Report to NRCS weekly.

**Farm Loan  
Programs  
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of April:

Reminder
<p>County Offices with EM Designations should send out quarterly EM Designation notification to borrowers according to FmHA Inst. 1951-T, 1951.953(a).</p> <p>A check sheet must be prepared for each inventory property to determine if all necessary steps have been taken and requirements met. Completed check sheets should be submitted to Phil Estes with a copy to the District Director.</p> <p>After receiving the April 540 report, Farm Loan teams have 15 days to send out a 1951-S packet to delinquent borrowers. When a completed application is returned, the Farm Loan team has 60 days to complete the processing of this application.</p> <p>Annual contact with lenders with active shared appreciation agreements must be made for all borrowers who have received debt writedowns.</p> <p>The Inventory of Debt Instruments Report is due in the State Office before July 31. Farm Loan teams are reminded to carefully complete the survey of debt instruments and send a memo report to the Farm Loan Programs Chief. Do not send the listing of borrowers (FmHA Instruction 2018-E). Original Promissory Notes of loans to relatives should remain in the home county. Farm Loan teams should identify these Promissory Notes.</p> <p>DDs shall obtain and review monthly Guaranteed reports.</p>

**Price Support  
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of April :

Reminder
none

**Production  
Adjustment  
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of April:

<b>Reminder</b>	
QBOP Overpayment Registers must be run every 60 days.	
Run farm maintenance queries according to 3-CM (Rev. 3), paragraph 367, as often as necessary but especially after heavy farm and tract maintenance activity.	
<b>Date</b>	<b>Activity</b>
April 1	Acreage reporting date for: Alfalfa – grazing (actual date is 15 days prior to onset of grazing) Grass – warm season varieties – grazing (actual date is 15 days prior to onset of grazing) Mixed forage – those containing a warm season variety – grazing (actual date is 15 days prior to onset of grazing)
April 30	Final planting date for: Corn – based on actuarial documents Green beans